

## How to View Submitted Claims:

The **Submitted Claims Page** contains claims or claim line(s) that you have successfully submitted. If you are managing multiple organizations in your account, submitted claims will be listed by selecting each organization in the dropdown list. If you have multiple organizations, you can switch organizations by using the drop down list. If you have multiple organizations but do not see one in the dropdown list, you can add an organization by using the **Manage Organizations** link on the left-hand navigation.

The screenshot shows the 'NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL' for the Department of Health and Human Services: Claims. The left sidebar contains links for 'YOUR CLAIMS DOCUMENTS', including 'Welcome', 'Open Claims', 'Submitted Claims', 'EOPs (Explanation Of Payments)', 'Authorization Notices', and 'Manage Organizations'. The main content area is titled 'SUBMITTED CLAIMS:' and includes a dropdown menu for 'Claims For Organization' set to 'BRIGHT EYES'. Below this is a table of submitted claims with columns for 'Billing Period' and 'Items'.

Billing Period	Items	
FOR BILLING 07/09/12 TO 07/15/12 SERVICES	13	<a href="#">View</a>
FOR BILLING 07/16/12 TO 07/22/12 SERVICES	5	<a href="#">View</a>
FOR BILLING 07/23/12 TO 07/29/12 SERVICES	2	<a href="#">View</a>
FOR BILLING 07/30/12 TO 08/05/12 SERVICES	1	<a href="#">View</a>
FOR BILLING 08/06/12 TO 08/12/12 SERVICES	1	<a href="#">View</a>
FOR BILLING 08/13/12 TO 08/19/12 SERVICES	0	<a href="#">View</a>
FOR BILLING 08/20/12 TO 08/26/12 SERVICES	3	<a href="#">View</a>
FOR BILLING 08/27/12 TO 09/02/12 SERVICES	6	<a href="#">View</a>

1. To view claims or claim lines that were successfully submitted, start by selecting the correct organization in the dropdown list:

### SUBMITTED CLAIMS:

This page provides the ability to:

- View previously submitted electronic claims; and
- Print and save submitted claims.

A red arrow points to the 'Claims For Organization' dropdown menu, which is currently set to 'BRIGHT EYES'. Below the dropdown is a table showing the first two rows of submitted claims.

Billing Period	Items	
FOR BILLING 07/09/12 TO 07/15/12 SERVICES	13	<a href="#">View</a>
FOR BILLING 07/16/12 TO 07/22/12 SERVICES	5	<a href="#">View</a>

- To view submitted claims in a specific billing period, click **View** next to that billing period:  
*Please Note: The **Items** column shows you at-a-glance how many claim lines were submitted for each billing period.*

## SUBMITTED CLAIMS:

This page provides the ability to:

- View previously submitted electronic claims; and
- Print and save submitted claims.

Claims For Organization: BRIGHT EYES

Billing Period	Items	
FOR BILLING 07/09/12 TO 07/15/12 SERVICES	13	<a href="#">View</a>
FOR BILLING 07/16/12 TO 07/22/12 SERVICES	5	<a href="#">View</a>

- You will now be shown a list of claim lines that were successfully submitted. Claim lines will be organized into the corresponding Claim Number for the billing period. It is possible that you will see multiple Claim Numbers within a billing period. To view information for a Claim Number, click the bar that includes the Claim Number. *Please Note: When viewing submitted claim lines, the claim line(s) can no longer be edited.*

FOR BILLING 07/16/12 TO 07/22/12 SERVICES

Claim 19211317 (2 Lines Submitted)

Claim 23661589 (2 Lines Submitted)

#	Client Name	Client ID Number	Authoriz Number	Service Code	Service From Date	Service Thru Date	Freq	Units	Rate	Total	Cust Oblig	DHHS Charge	Submitted On
1	ROCKET, RICHARD	49477312	71816100	3580	07/01/2012	07/15/2012	OY	5	10	50.00	0.00	50.00	08/24/2012
2	ROCKET, RILEY	43346254	50610702	3580	07/01/2012	07/18/2012	HR	3.5	2.5	8.75	0.00	8.75	08/24/2012

- If you would like to print a copy of submitted claims for your own records, click on the **Printer Icon**. *Please Note: Do not mail or submit the printed page to DHHS, it is only for your records and information.*

FOR BILLING 07/16/12 TO 07/22/12 SERVICES

Claim 19211317 (2 Lines Submitted)

Claim 23661589 (2 Lines Submitted)

#	Client Name	Client ID Number	Authoriz Number	Service Code	Service From Date	Service Thru Date	Freq	Units	Rate	Total	Cust Oblig	DHHS Charge	Submitted On
1	ROCKET, RICHARD	49477312	71816100	3580	07/01/2012	07/15/2012	OY	5	10	50.00	0.00	50.00	08/24/2012
2	ROCKET, RILEY	43346254	50610702	3580	07/01/2012	07/18/2012	HR	3.5	2.5	8.75	0.00	8.75	08/24/2012

Here is an example of the printable version of submitted claims:

**Claim: 23661589**

**(Do not mail/submit this form to DHHS)**

#	Client Name	Client ID Number	Authoriz Number	Service Code	Service From Date	Service Thru Date	Freq	Units	Rate	Total	Cust Oblig	DHHS Charge	Submitted On
1	ROCKET, RICHARD	49477312	71816100	3580	07/01/2012	07/15/2012	DY	5	10	50.00	0.00	50.00	08/24/2012
2	ROCKET, RILEY	43346254	50610702	3580	07/01/2012	07/18/2012	HR	3.5	2.5	8.75	0.00	8.75	08/24/2012
Grand Total												\$58.75	

## How to View EOPs (Explanation of Payments):

The **EOPs (Explanations of Payments) Page** contains Explanation of Payments that have been generated for your organization. If you are managing multiple organizations in your account, EOPs will be listed by selecting each organization in the dropdown list. If you have multiple organizations, you can switch organizations by using the drop down list. If you have multiple organizations but do not see one in the dropdown list, you can add an organization by using the **Manage Organizations** link on the left-hand navigation.

The screenshot shows the Nebraska Enterprise Content Management Portal. The header includes the Nebraska State Seal and the text "NEBRASKA ENTERPRISE CONTENT MANAGEMENT PORTAL" and "Department of Health and Human Services : Claims". There are links for "Help/Support" and "Log Out".

The left sidebar is titled "YOUR CLAIMS DOCUMENTS" and contains several links: "Welcome", "Open Claims", "Submitted Claims", "EOPs (Explanation Of Payments)", "Authorization Notices", and "Manage Organizations".

The main content area is titled "EOPs (EXPLANATION OF PAYMENTS)". It states: "This page provides the ability to:" followed by a bulleted list: "View EOPs (Explanation of Payments) generated for paid claims; and", "Print and save EOPs." Below this, it says: "Please note: To view and save EOPs, you must have Adobe Reader. This can be downloaded at: <http://get.adobe.com/reader/>".

There is a dropdown menu labeled "EOPs For Organization:" with "BRIGHT EYES" selected. Below this is a table with the following data:

IssueDate	EOP type	Payment Number	
03/15/2012	PAYMENT (ACH)		<a href="#">View</a>

1. To view EOPs that were generated for your organization, start by selecting the correct organization in the dropdown list:

## EOPS (EXPLANATION OF PAYMENTS)

This page provides the ability to:

- View EOPs (Explanation of Payments) generated for paid claims; and
- Print and save EOPs.

Please note: To view and save EOPs, you must have Adobe Reader. This can be downloaded at:  
<http://get.adobe.com/reader/>

EOPs For Organization: BRIGHT EYES ▼

IssueDate	EOP type	Payment Number	
03/15/2012	PAYMENT (ACH)		<a href="#">View</a>

2. To view an EOP, simply click the **View** button next to the EOP you wish to see. The document will open in a new window. *Please Note: Explanation of Payment documents are PDF documents and you must have Adobe Reader installed on your machine to view, save, or print the EOP.*

## EOPS (EXPLANATION OF PAYMENTS)

This page provides the ability to:

- View EOPs (Explanation of Payments) generated for paid claims; and
- Print and save EOPs.

Please note: To view and save EOPs, you must have Adobe Reader. This can be downloaded at:  
<http://get.adobe.com/reader/>

EOPs For Organization: BRIGHT EYES ▼

IssueDate	EOP type	Payment Number	
03/15/2012	PAYMENT (ACH)		<a href="#">View</a>

Here is an example of the PDF version of an EOP:

**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
FINANCE & SUPPORT – FINANCIAL SERVICES**

WARRANT # (DIRECT DEPOSIT/EFT #): 646150001  
ISSUE DATE: 03-15-2012  
PAYMENT AMOUNT: \$2962.44

**EXPLANATION OF PAYMENTS TO PAYEE:**

BRIGHT EYES  
1058 G AVE STE 2  
GERING NE 69341

**OWNER:**  
BRIGHT EYES

**A. ORIGINAL CLAIMS PROCESSED**

**CLAIM # 01184588 PROVIDER # 12035368 BRIGHT EYES**

Line: 0001 Vr: 0001 Customer Name: PARKER, PAULA  
Srv Auth: 92443311 Srv Cd: 9946 Service: PRESCHOOL CARE  
Total Chrg: 7.00 Red Amt: 0.00 Cust Oblig: 0.00 FICA: 0.00  
**Line Approved Amount: 5.04**

Dates of Service: 02-01-2012/02-29-2012  
Freq: HR Units: 2.00 Rate: 3.500  
BckUp Wh: 1.96 Prev Pd Amt: 0.00

Line: 0002 Vr: 0001 Customer Name: PARKER, PAULA  
Srv Auth: 92443311 Srv Cd: 9946 Service: PRESCHOOL CARE  
Total Chrg: 600.00 Red Amt: 0.00 Cust Oblig: 0.00 FICA: 0.00  
**Line Approved Amount: 432.00**

Dates of Service: 02-01-2012/02-29-2012  
Freq: DY Units: 24.00 Rate: 25.00  
BckUp Wh: 168.00 Prev Pd Amt: 0.00

Line: 0003 Vr: 0001 Customer Name: PARKER, PENNY  
Srv Auth: 29574385 Srv Cd: 6679 Service: TODDLER CARE  
Total Chrg: 14.00 Red Amt: 0.00 Cust Oblig: 0.00 FICA: 0.00

Dates of Service: 02-01-2012/02-29-2012  
Freq: HR Units: 4.00 Rate: 3.500  
BckUp Wh: 2.92 Prev Pd Amt: 0.00